

## THE TULALIP TRIBES

### On-call Geriatric Resident Aide

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this position.  
These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

**EDUCATION:** (Please attach all required education documents, i.e. diploma, degrees, certificates, etc)

☐ High School Diploma or GED

**PREFERRED EDUCATION:**

☐ Fundamentals of Care Giving course

☐ Specialty training course, Mental Health, Dementia & Developmental Disabilities

☐ Training to work with AIDS/HIV positive patients

**PREFERRED EXPERIENCE:**

☐ Experience working with diverse cultures, specifically Native American *preferred*

☐ Experience working with the elderly *preferred*

**OTHER REQUIREMENTS:**

☐ Must have current food handler's permit (attach copy)

☐ Must have CPR/First Aid card (attach copy)

☐ Must have current TB skin test (attach copy)

☐ Must pass a background check

☐ Must have no prior convictions or arrests for elder abuse, or any other crime involving harm to another

☐ Tolerance and patience to deal with upset, angry, intoxicated or frustrated patients

☐ Good hearing ability to hear distressed patients

☐ Must be able to work evenings, nights, weekends, holidays, and /or flexible hours as requested.

☐ Washington State Drivers License *preferred*

☐ Must have a successful employment history with The Tulalip Tribes and/or current and past employees

**Physical Characteristics and/or Prerequisites:**

☐ Manual and finger dexterity for the operation of personal computer and routine paperwork

☐ Tolerance to be exposed to computer screen for prolonged periods of time

☐ Stamina to sit, stand and/or walk for prolonged periods of time

☐ Mobility to bend and stoop, push and lift heavy wheelchairs

☐ Mobility to climb stairs several times a day

☐ Ability to lift objects weighing up to 50 lbs

☐ Tolerance to work in adverse weather conditions

☐ May be exposed to hazardous cleaning chemicals and solvents

**Tribal Department:** Senior Program

**Job Summary:** Responsible for personal care of Retirement Home residents, assists in preparing and serving meals and maintaining the health, safety, and records of residents. Main priority is the well-being of the resident.

**Employee Reports To:** Geriatric Resident Aide Coordinator or designee

**Specific Duties Performed:**

1. Maintains accurate and current records of all aspects of operation of the Retirement Home and its residents
2. Keeps Retirement Home and kitchen clean at all times.
3. Maintains kitchen in compliance with State and Tulalip Tribes health regulations
4. Adheres to standard operating procedures for food preparation, as well as proper sanitation and safety protocols
5. Monitors spoilage of food, cleanliness of all food storage areas
6. Prepares, cooks and serves meals
7. Monitors residents during shift
8. Dispense medication to residents
9. Bathing of resident per their plan of care
10. Records any patient illness, refers to procedures manual for medical emergencies.
11. Responsible for evacuating residents in accordance with appropriate policies and procedures in an emergency, i.e., fire, earthquake, etc
12. Responsible for daily paperwork associated with job as outlined in procedures manual
13. Is available at all times while on duty to talk with patients and see to their well being and report any irregularities in their behavior patterns

14. Performs any other duties as deemed necessary

**Rate of Pay:** \$13.35 per hour

**Employee Classification:** Non-Exempt

**Term of Employment:** This is an on-call position, which will be filled when needed.

An on-call employee is temporarily employed on an hourly basis; whose name is kept on a list of on-call employees; who may be called in as needed to fill vacancies due to call ins, employees on leave, temporary work, or other reasons; who is not guaranteed a minimum number of work hours in any given work week; who upon accepting employment must comply with all provisions of this Ordinance; who is entitled to employee benefits only if the job description for the particular on-call position into which the employee is hired specifically provides for employee benefits for on-call employees; who is qualified for the on-call position in which the employee is employed; and who shall not have a right to the grievance process under this Ordinance. An on-call employee may be dismissed for justified cause or released when on-call work is no longer needed.